

Indiana Housing & Community Development Authority

MINUTES AND MEMORANDA OF A MEETING OF THE BOARD OF DIRECTORS OF INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

Held: December 15, 2011

A regular meeting of the Board of Directors of the Indiana Housing and Community Development Authority ("IHCDA" or "Authority") was held December 15, 2011 at 10:00 a.m. at 30 South Meridian Street, Suite 1000, Indianapolis, Indiana 46204.

The following individuals were present at the meeting: Christopher Jensen (Lieutenant Governor delegate), Dan Salefski (Public Finance Director of the State of Indiana delegate), Jillean Battle (Treasurer of the State of Indiana delegate), Pat Gamble-Moore, David Miller, Sherry Seiwert (Executive Director for IHCDA), members of the staff of the Authority, and the general public. Tom McGowan and Lu Porter were not present.

Christopher Jensen served as Chair of the meeting, and upon noting the presence of a quorum, called the meeting to order. Gina S. Jones served as Secretary.

I. APPROVAL OF PRIOR MEETING MINUTES

A. November 17, 2011 Meeting Minutes

A motion was made by Jillean Battle to approve the November 17, 2011 Meeting Minutes, and seconded by David Miller; the following Resolution was unanimously approved:

RESOLVED, the Minutes of the Board meeting held November 17, 2011, are hereby approved to be placed in the Minute Book of the Authority.

II. REAL ESTATE

A. ARRA Update: 1602 Tax Credit Exchange Program and Tax Credit Assistance Program

Chairman Jensen recognized Jacob Sipe who presented an update to the Board regarding the award allocations of the 1602 Tax Credit Exchange Program (1602 Exchange Program) and the Tax Credit Assistance Program (TCAP). The American Recovery and Reinvestment Act of 2009 (ARRA) created two provisions to enhance the Section 42 Rental Housing Tax Credit Program, which includes the 1602 Exchange Program and TCAP:

• The 1602 Exchange Program allows IHCDA to make direct equity investments into rental housing for families earning less than 60% of area median income, in exchange for tax credits already awarded for those projects. IHCDA receives equity at a rate of \$0.85/dollar of tax benefits from credits that are exchanged. For example, an exchange of \$100,000 in annual credits would generate \$850,000 in equity for investment in tax credit projects—\$100,000 per year x 10 years x \$0.85/dollar of benefits. Because of the tight credit market, the majority of projects awarded credits in 2008 have been unable to attract the necessary equity to complete the deals. IHCDA is to receive \$164,011,126 from the 1602 Exchange Program, through the US Department of Treasury.

 Through TCAP, HUD provides development subsidy that may only be used for capital investment in Rental Housing Tax Credit projects awarded credits at any time from 2007 to 2009, at any stage of development. These funds help individual projects to close funding gaps created by such factors as the fall in tax credit equity pricing, or increased holding costs as a result of project delays. IHCDA received \$38,048,333 in TCAP funds from HUD.

Mr. Sipe presented to the Board spreadsheets of the 1602 Exchange Program and TCAP projects, attached hereto as Exhibits A and B, approved by the IHCDA Allocation Committee. The Board delegated final approval authority for 1602 Exchange Program projects to staff in its July, 2009 meeting.

No action was required, as this was an update to the Board on delegated authority for expending ARRA funds.

B. IHCDA Strategic Funding Process Recommendations

Chairman Jensen recognized Megan Coler who presented information regarding the Liberty Homeowner Assistance Project.

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Project Summary:

The Town of Liberty is requesting \$330,000.00 to complete an owner-occupied rehabilitation project on 15 homes. All of these homes will be assisted under the Aging in Place priority. Beneficiaries under this priority must be at least 55 years of age and/or disabled. All beneficiaries will be at or below 80% of the area median income.

Project Name: Liberty Homeowner Assistance Project

IHCDA Amount Requested: \$330,000.00

CDBG Amount Recommended: \$330,000.00

Per Unit Subsidy: \$22,000.00

Total Project Costs: \$363,550.00

Location: Town of Liberty/ Union County

Activity: Owner-Occupied Rehabilitation

Award Type: Recoverable Grant

Following discussion a motion was made by David Miller to approve the allocation of Community Development Block Grant funding, in an amount not to exceed \$330,000.00, for the above referenced request received during the current review period of the 2011-2012 funding year, as recommended by staff, which was seconded by Pat Gamble-Moore;

RESOLVED, that the Board approve the allocation of Community Development Block Grant funding, in an amount not to exceed \$330,000.00, for the above referenced request received during the current review period of the 2011-2012 funding year, as recommended by staff.

III. EXECUTIVE

A. Report of Delegation and Economic Stimulus Update

Chairman Jensen recognized Sherry Seiwert who updated the Board on contracts which fell under the Board's delegation of authority to staff. On February 26, 2009 the IHCDA Board authorized the Executive Director to take all action necessary to obtain, accept and begin distributing ARRA funds, if those actions are approved by the Stimulus Panel and are recommended by the executive management committee created for this purpose. On July 23, 2009 the IHCDA Board also approved a Delegation Policy by which the Board delegated certain decision-making authority to the Executive Director. On October 28, 2010, the IHCDA Board approved revising the 2009-2010 Delegation Policy. The Executive Director has approved the items mentioned below:

Month	De partment	Program	Vendor	Action Taken	Amount	Purpose
December	Asset	Hardest Hit Fund	First Federal Savings	Servicer Participation	N/A	Agreement to abide by Indiana's HHF guidelines in
	Preservation		Bank	Agreement		accepting payments on homeowners' behalf
December	Asset	Hardest Hit Fund	Colonial Savings Bank	Servicer Participation	N/A	Agreement to abide by Indiana's HHF guidelines in
	Preservation			Agreement		accepting payments on homeowners' behalf
December	Asset	Hardest Hit Fund	Huntington National	Servicer Participation	N/A	Agreement to abide by Indiana's HHF guidelines in
	Preservation		Bank	Agreement		accepting payments on homeowners' behalf
December	Asset	Hardest Hit Fund	Shore Financial	Servicer Participation	N/A	Agreement to abide by Indiana's HHF guidelines in
	Preservation		Services	Agreement		accepting payments on homeowners" behalf
December	Energy	Low Income	Hoosier Uplands	Funds from IHCDA	\$849,152.90	IHCDA reserve funding was disbursed to support
		Home Energy	Economic	Reserves for 2012 on		efforts of the Community Action Agencies as they
	ľ	Assistance	Development Corp.	12/6/11		provide heating assistance and energy education to
		Program				low-income households
December	Energy	Weatherization	9 ARRA Sub-grantees	Amendment 3 or 4	\$0.00	Extend grants by 1-2 months
			-	(depending on grantee)		
December	Energy	Weatherization	Engaging Solutions	Amendment 5	\$0.00	Extend contract until 2/29/12 and realign budget lines
December	Energy	Weatherization	Rocing	Amendment 3/Renewal 2	\$50,000.00	Extend contract until 3/31/12 and add additional funds
	1	1				

No action was required, as this was an update to the Board on delegated authority.

IV. POLICY AND RESEARCH

A. Business Expansion & Entrepreneurship Development Initiative 1.0: Operating Support Request for 2012

Chairman Jensen recognized Joe Palus who presented information regarding the Business Expansion & Entrepreneurship Development Initiative 1.0: Operating Support Request for 2012.

Background

The intent of the Business Expansion & Entrepreneurship Development (BEED) initiative is to foster economic opportunity by:

- Building the capacity of local microenterprise programs to engage in lending as well as program services:
- 2) Capitalizing or supplementing revolving loan funds to increase access to credit among entrepreneurs in need of less than \$25,000 in capital; and
- 3) Creating a network of strong microenterprise providers, to allow them to share best practices, address common challenges, and build support for microenterprise more generally.

In mid 2010, IHCDA committed funding to nine Community Action Programs in the state to capitalize or supplement revolving loan pools for microenterprise efforts serving forty (40) of Indiana's ninety-two (92) counties; in addition, IHCDA committed \$10,000 per site to offset program delivery costs. Through September 30 2011, BEED grantees have made twenty-four (24) loans for a total of \$218,100; perhaps more importantly, they anticipate that their support will help to retain two (2) full-time jobs and create 23.5 more.

Process

Managing a microloan portfolio is a detailed and staff-intensive process. CAP agency staff and partners must first work closely with each individual borrower to help them navigate the complex processes of testing market assumptions, determining their price point, and identifying prospective customers. CAP agency staff must then work with a loan review committee to evaluate loan requests in terms of the borrower's ability to repay, the quality of their collateral, the soundness of their credit, and the likelihood that their business will create jobs. Finally, once the loan is made, the agency must service their loan portfolio, which includes closing on and disbursing loans, perfecting their security interest in collateral pledged by the borrower, securing and monitoring repayment, addressing delinquency and (when necessary) liquidating collateral and pursuing personal guarantees. Moreover (and more importantly), throughout the life of the loan, the lender must work closely with the borrower to help the borrower make the right choices for their business. Research demonstrates that with such training and support, entrepreneurs are almost 50% more likely to survive longer than other small businesses. Key to providing that training and support is the ability to dedicate significant staff time to the program. To facilitate that staff support, IHCDA committed \$10,000 per site in initial operating support

Recommendation

In order to allow BEED grantees to continue to provide the high level of services required to help borrowers to be successful, IHCDA staff propose to provide a second year of operating support for the BEED grantees, as follows:

Amount per site	\$10,000 per site, for a total of \$90,000
Source	Indiana Affordable Housing and Community Development Fund (unless suitable alternative funding source can be identified)
Term	January 1, 2012 through December 31, 2012
Precedents to disbursement	 Report detailing the progress that the grantee has made against its business plan and any proposed changes to their strategy, programming or structure; Self-sufficiency plan detailing how the grantee will work over the next year to manage their microloan operations without IHCDA operating support; Budget for renewal funding; Endorsement of IHCDA's BEED consultant; and Approval of IHCDA staff.

Following discussion a motion was made by Jillean Battle to approve commitments of operating support to current BEED grantees in a total amount not to exceed \$90,000, as detailed above and recommended by staff, which was seconded by Pat Gamble-Moore;

RESOLVED, that the Board approve commitments of operating support to current BEED grantees in a total amount not to exceed \$90,000, as detailed above and recommended by staff.

V. INDIANA FORECLOSURE PREVENTION NETWORK (IFPN)

A. IFPN Network Agency Contract Amendments

Chairman Jensen recognized Stephanic Wells who presented information regarding the IFPN Network Agency Contract Amendments.

Introduction

In 2011, IFPN was contacted by approximately 18,000 troubled Hoosier borrowers through our helpline and website. Additional borrowers utilized the IFPN services by visiting one of the agencies or attending a borrower outreach event. As in past years, IFPN has found that the number one reason a borrower is in trouble is due to a loss of income.

Update on Needs of the IFPN and Network Agencies

In June 2011, the Board approved entering into Network Agency contracts with thirty-one (31) housing counseling agencies throughout the state. Since that time, there are several high performing agencies who

have expended all or most of their award amount under these contracts. At the same time, the Indianapolis Neighborhood Housing Partnership has decided to cease all foreclosure counseling activities as of January 3, 2012.

Without increasing the current contract amounts (which expire June 30, 2012), these agencies will be forced to refrain from accepting future IFPN referrals until new awards are made in 2012. As the IFPN has additional funds at this time (due to increased forcelosure filing fee revenue), staff recommends making the following adjustments to two (2) Network Agencies:

NETWORK AGENCY	ORIGINAL AMOUNT	PROPOSED INCREASE/DECREASE
HOPE of Evansville	\$38,422	\$50,000
Community Action of Greater Indianapolis	\$286,217	\$20,000

Recommendation:

Staff recommends awarding IFPN Network Agency contract increases with the Network Agencies listed above, in an amount not to exceed \$70,000.

Following discussion a motion was made by David Miller to approve amending the IFPN Network Agency contracts with the above-referenced organizations for the above-referenced amounts, as recommended by staff, which was seconded by Dan Salefski;

RESOLVED, that the Board approve amending the IFPN Network Agency contracts with the above-referenced organizations for the above-referenced amounts, as recommended by staff.

VI. ACCOUNTING

A. 2012 IHCDA Budget

Chairman Jensen recognized Ike Levy who presented information regarding the 2012 IHCDA Budget.

On December 13, 2011, the Budget Committee of the Board reviewed the proposed budget. The Budget Committee is comprised of the following members: Pat Gamble-Moore and David Miller. The proposed budget for 2012 includes \$14,215,018 in total revenue and \$13,803,470 in total expenses, resulting in a net of revenue over expenses of \$411,548.

Following discussion a motion was made by David Miller to approve the proposed 2012 Budget, attached hereto as Exhibit C, as recommended by staff, which was seconded by Jillean Battle;

RESOLVED, that the Board approve the proposed 2012 Budget, attached hereto as Exhibit C, as recommended by staff.

VII. OTHER BUSINESS

Chairman Jensen recognized David Miller who proposed a salary increase, pending the Governor's approval, for Sherry Seiwert, Executive Director for IHCDA.

Following discussion a motion was made by David Miller to approve a salary increase, pending the Governor's approval, for Sherry Seiwert, Executive Director for IHCDA, which was seconded by Pat Gamble-Moore;

RESOLVED, that the Board approve a salary increase, pending the Governor's approval, for Sherry Seiwert, Executive Director for IHCDA.

There being no further business the meeting was adjourned at 10:19 a.m.

Respectfully Submitted,

Christopher Jensen, as designed of Lieutenant Governor, Becky Skillman

ATTEST:

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Exhibit A 1602 Exchange Applications and Awards as of December 5, 2011

Exhibit A 1602 Exchange Applications and Awards as of December 5, 2011

and mer over	L	the an expect of the second of	ļ,	C 3 275 69A	4 3 354 385 no	Gnaw Bone	Brown	72 Forest Hills of Brown County, LP	Real America Development, U.C.
2000 115 030	┸	Children of Diown County	,	1 784 341		Seymour	Γ	42 Shields Crossing, UP	Housing Directions, LLC
2009 1-2-073	\perp		,	¢ 9CD 1C7		Buchville	Rush	48 Rushville Apartments UP	Walkick-Hendy Development
2009 105-080	10 10 10 10 10 10 10 10 10 10 10 10 10 1	nusrapie Commons Apartments	<u> </u>	1 002 645	,	Planenge	Γ	62 Reflections at Bluestone, LP	Paragus LLC
100 TOE 001			,	4 988 907	,	Munde		35 Jackson & Vine, UP	Flaherty & Collins Development, LLC
2009 TCE-083		IN-10-1100 Shokid Manor Approprie	*	1.161.840	5	Greensburg	Decatur	60 Skybird Manor UP	Walkk-Hendy Development
7009,TCF-084	L	IN.10.11200 Canal Cardens		\$ 2,152,919 \$	l	Indianapolis	Marion	34 West Street, LLC	3MK Development LLC
2009-TCE-085	ㅗ	Chapeleate Park Senior Apartments	*	\$ 1,577,444	\$ 1,508,759.00	West Lafaye	West Lafayette Tippecanoe	35 Chapelgate Senior, L.P.	The Whitsett Group, LLC
2009-TrF-086	L	bo tape Apartments	×	\$ 953,517	\$ 855,036.00	Vincennes	Knox	31 hy Lane, LP.	Pace Community Action Agency Inc.
2009.TCE.087	_	Country Place Anartments	×	\$ 618.942	<u>ا</u> "	Ossian	Wells	24 Biggs Country Place, UP	Biggs TC Development, LLC
2009.TCE.088	L	Avon Center	 *	1,900,000	5	Awar	Hendricks	94 Avon Senior, LLC	NRP Holdings LLC
2009-TCF-089	╀		*	1,000,000	S	Lebanon	Boone	62 Lebanon Pointe, LLC	NRP Holdings LLC
2009-TCE-090	Ι.	East Village at Avondale	*	\$ 5,884,909	S	Indianapolis	s Marion	248 East Village at Avondale, LP	Sterling Development U.C
2009-TCF-091	L	IN-10-11900 Adams County Rural Rental Rehab	-	\$ 1,143,854	\$ 718,664.00	Geneva	Adams	60 Beggs Adams County, UP	Biggs Inc.
2009-TCE-092	╄	IN-10-12000 Westgate Apartments		\$ 65,185	\$ 65,165.00	Orleans	Orange	39 New Westgate LP	The Olynger Corporation
		(Total:	ŀ	246.841.947	\$ 235,961,874,49			6375	

Exhibit B
TCAP Applications and Awards as of December 5, 2011

Applicant #	Award #	Development Name	Awarded Amount	Repayment	City	County	Units Owner	Developer
2009-TCAP-001	009-TCAP-001 TCAP-09-001 707 North	707 North	\$ 9,215,595	3,049,822	3,049,822 Indianapolis	Marion	40 707 North LP	The Whitsett Group LP
2009-TCAP-002	TCAP-09-006	009-TCAP-002 TCAP-09-006 Twin Hills and Blackburn	000'000'9 \$		Indianapolis	Marion	307 TH and B, LP	РАН, ІНА
2009-TCAP-003	TCAP-09-007	309-TCAP-003 TCAP-09-007 Laurelwood and Rowney	000'000'9 \$		Indianapolis	Marion	231 L and R Housing, LP	РАН, ІНА
2009-TCAP-004	TCAP-09-004	TCAP-09-004 Stonegate Village	\$ 3,801,719 \$	3,801,719	3,801,719 New Castle	Henry	122 Stonegate Village New Castle LLC	Western Region Nonprofit Housing
2009-TCAP-005		Dalton Apartments			Gary	Lake	0 Gary Prgoress Development LP	Gary Progress Development LLC
2009-TCAP-006	009-TCAP-006 TCAP-09-002	Wexford of Michigan City	\$ 649'222'648	475,000	Michigan City La Porte	La Porte	44 Wexford of Michigan City, LP	The Whitsett Group LP
2009-TCAP-007	009-TCAP-007 TCAP-09-003	Nine North Apartments	\$ 3,465,240		Richmond	Wayne	58 Nine North, L.P.	Herman & Kittle Properties, Inc.
2009-TCAP-008	009-TCAP-008 TCAP-09-005	Northtown Village Townehom	\$ 5,338,130		East Chicago	Lake	50 Northtowne Village Townhomes II, LP The Community Builders, Inc.	P The Community Builders, Inc.
		Total Request:	\$ 38,048,333 \$	7,326,541			852	
		Total HUD TCAP Allocation:	\$ 38,048,333			•		
		Domoinio a	-					

INDIANA HOUSING & COMMUNITY DEVELOPMENT AUTHORITY GENERAL FUND INCOME STATEMENT CONSOLIDATED

REVENUES:

ורי רויסרים.						
	11/30/2011 Actual YTD	2011 Annualized (est)	2011 Budget	Estimate vs. Budget	Favorable/ (Unfavorable)	2012 Budget
ncome on investments	1.190.330	1.298.542	650.000	199.8%	648.542	1.000.000
	מסכים כביני	מינייני ר	20000	20.00	1000000	מטט טוס ר
Program Reimoursements	2,220,390	7,426,730	2,313,000	104.978	113,730	2,050,000
MCC Fees	320,265	349,380	800,000	43.7%	(450,620)	450,000
VIRB Fees	180,757	197,189	200,000	89.86	(2,811)	120,000
LIHTC Fees	2,399,137	2,399,137	2,104,500	114.0%	294,637	1,779,500
ndenture Admin Fees	1,950,925	1,950,925	2,000,000	97.5%	(49,075)	2,075,000
Servicing Fees	476.140	811.140	400.000	202.8%	411.140	1.200.000
Contract Admin Con	089 679 3	C 702 COU	000 000 9	700 500	1005 3001	4 220 518
Other income	137,104	309,568	7,500	4127.6%	302,068	520,000
Total Income	14,524,734	15,538,357	14,477,000	107.3%	1,061,357	14,215,018
EXPENSES:				>		
	11/30/2011	2011	2011	Estimate	Favorable/	2012
	Actual YTD	Annualized (est)	Budget	vs. Budget	(Unfavorable)	Budget
salaries and Wages *	4,036,710	4,343,017	4,077,872	106.5%	(265,145)	4,473,307
Employee Benefits	1.443.659	1.646.832	1.590,370	103.6%	(56.462)	1,699,857
ravel and Meetings	135,480	147,796	195,521	75.6%	47,725	224,040
Personnel Training	60,601	66,111	65,305	101.2%	(806)	000'69
Office Supplies	24,101	26,292	21,000	125.2%	(5,292)	23,000
Printing and Copying	48,064	52,433	109,800	47.8%	57,367	68,791
Equipment and Software	849,533	926,763	1,302,616	71.1%	375,853	1,138,580
Subscriptions and Memberships	61,977	67,612	70,160	96.4%	2,548	85,869
Communications	196,452	214,312	280,000	76.5%	65,688	250,000
Advertising / PR	27,236	29,712	101,000	29.4%	71,288	26,597
Postage and Shipping	34,064	37,161	25,300	146.9%	(11,861)	32,641
Seneral Insurance	19,024	19,024	21,000	90.6%	1,976	21,000
Office Rent **	488,129	532,454	550,000	96.8%	17,546	550,000
Recording Fees	11,778	12,849	16,500	77.9%	3,651	18,000
egal Fees	5,128	5,594	43,500	12.9%	37,906	000'59
Accounting Fees	98,852	98,852	100,000	98.9%	1,148	107,000
Other Professional Services	4,025,288	5,507,775	5,248,811	104.9%	(258,964)	4,824,600
Miscellaneous	19,130	20,869	16,000	130.4%	(4,869)	53,188
Total Expenses	11,585,205	13,755,456	13,834,755	99.4%	79,299	13,803,470
NET RESULT	2,939,529	1,782,901	642,245			411,548

^{*} Salary budget represents 85 FTE's. 2012 Salary budget includes a 3% increase, which will be given if Governor approves raises. ** Lease expires in January, 2013.